



Ref.No: IIITS/Notification/2018/20

Opening Date: 24<sup>th</sup> November, 2018

Closing Date: 8<sup>th</sup> December, 2018

## **Position: Library Assistant**

Applications are invited for the position of Library Assistant on regular rolls of IIIT Sri City. The position reports to Dean (Academics)

### **Job Responsibilities**

- Ensure Library's information resources, in all formats, are easily accessed by library users.
- Ensure that library services meet the needs of particular groups of users (UG students, Research scholars, Faculty and Staff)
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Checking-in, checking-out and circulation of library materials.
- Process new books, maintain circulation records and make reserves on requested books.
- Manage library data and reports utilizing library software systems.
- Assist readers in finding books
- Manage library inventory, perform stock checks, and prepare item list for removal, relocation and binding.
- Manage serial collection and acquisition of new library materials.
- Liaise with Institute's faculty, staff, external agencies and suppliers
- Manage budgets and resources
- Responsible for overall maintenance and upkeep of library including computers, audio-visual devices, printers and photocopiers.

### **Skills and Experience**

#### **Required:**

- A First class Master's Degree or equivalent in Library Science
- 2-5 years of experience as a Library Assistant in a Technology University / Institute of national importance.
- Experience of working in digital library system
- Formal education in Computer education/digital Library is essential
- Good communication and interpersonal skills.
- Ability to work with students, faculty and staff with ease.

**Type of role:** Full Time (Residential)

**Location:** Sri City, AP

**Start Date:** Immediate/a.s.a.p.



## Indian Institute of Information Technology, Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

### Note

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be Entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview. The Institute reserves the right not to fill up all advertised post(s), cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.

### About IIITS

Indian Institute of Information Technology Sri City, Chittoor is a Research and Teaching Institute focused on the core areas of Information Technology: Computer Science, Electronics and Communications, and their applications in other domains. The Institute focuses on development of Technology and Applications that can be transferred for use to Industry and Society.

IIIT is an Institution of National Importance under an Act of Parliament setup by Government of India (MHRD), Government of Andhra Pradesh and Industry Partners (represented by Sricity Foundation) as a not-for-profit Public Private Partnership (N-PPP) Society.

**Apply with your detailed resume at [recruitment@iiits.in](mailto:recruitment@iiits.in)**

Sd/-  
Registrar